

LEAVE/PASS FORM REQUESTS (DA 31)

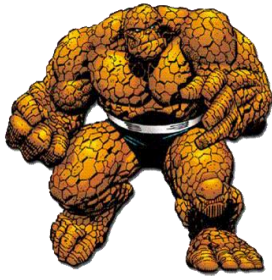
Process DA 31 at least **14** days prior to the start of the PCS leave date and **7** days for ordinary leave and passes.

Ordinary Leave/Pass:

- DA31 (**Leave/Pass**)
- POV Inspection Checklist (**Leave/Pass**)
- Copy of LES (**Leave**)
- ASMIS-1 Risk Assessment Tool (https://safety.army.mil/sign_in.asp) (**Leave/Pass**)
- Itinerary- Can be written into the “Remarks” section of the DA31 (**Leave/Pass**)
- Overseas brief from BN S-2 (**Overseas only Leave/Passes**)

PCS Leave/PTDY:

- DA31 w/ BN CDR or CO CDR Signature block
- POV Inspection Checklist
- Copy of LES
- ASMIS-manual Risk Assessment Tool or (https://safety.army.mil/sign_in.asp)
- Copy of Orders and any Amendments
- Copy of 1610 (TDY Orders) if applicable
- PTDY memo
- Itinerary- Can be written into the “Remarks” section of the DA31
- Overseas brief from BN S-2 (**Overseas only**)



*** Note:**

- You are only authorized 10 days of PTDY
- The “To” date on the DA31 is your report date as annotated on your orders, regardless of when you are actually reporting
- While in class, your supervisor is your SGL and they must sign block 12, the 1SG or CDR will sign for all others
- For days requested only add up the PCS leave days, not PTDY or TDY
- You must have a phone number included in block 6
- BN CDR will sign all leave over 30 days, PTDY and TDY
- **DA 31 will be turned in Monday-Thursday for processing.**

Approval Authority for passes:

Company Commander

1-2 day pass under 250 miles

3 day passes under 350 miles

4 day passes under 500 miles



(not applicable if flying)

Battalion Commander

Overseas pass i.e. Canada